

CHAPTER 2. TECHNICAL TRAINING

SECTION 1. GENERAL

2-1. TRAINING OF NON-FAA PERSONNEL. Orientation or familiarization training may be provided at facilities to persons not employed by the FAA, provided agency requirements are met. Training of non-FAA personnel will be provided in accordance with FAA agreements or memorandums of understanding.

2-2. RAPCON OR RATCF TRAINING. Military personnel assigned to a jointly staffed Radar Approach Control (RAPCON) facility or a U.S. Navy Radar Air Traffic Control Facility (RATCF) shall be provided training on the radar control positions under FAA supervision.

a. To participate in radar control training, military personnel must possess an appropriate certificate (AC Form 8060-1, Control Tower Operator Certificate; FAA Form 7220-1, Air Traffic Control Specialist Certificate; or AC Form 8080-2, Airman Written Test Report). Military personnel must meet FAA certification and currency requirements.

b. Training shall be documented in FAA Form 3120-1 (see Appendix 1). All military participants who have successfully completed the training program shall receive appropriate FAA certificates and ratings and are qualified for assignment to control positions under general supervision.

SECTION 2. ROLES AND RESPONSIBILITIES

2-3. IDENTIFICATION OF TRAINING REQUIREMENTS. Air Traffic, regional offices, and field facilities, with the support of the FAA Academy, are responsible for identifying and reviewing job tasks and training requirements. The following steps shall be followed to establish or modify training requirements:

- a. Training requirements shall be transmitted in the form of a training proposal through established channels to ATX-100.
- b. Regional Air Traffic divisions shall review the proposal and make appropriate recommendations.
- c. ATX-100 shall review training proposals in light of possible national Air Traffic technical training application.

2-4. DEVELOPMENT OF TRAINING.

- a. ATX-100 shall take appropriate action to establish training programs for identified requirements.
- b. All training courses for national, regional, or facility use shall be developed and administered in accordance with agency directives.

2-5. TRAINING EVALUATION. ATX-100 is responsible for program guidance, operational effectiveness, evaluation of Air Traffic technical training, coursework/curriculum review, validation of new training developed to support national programs, and oversight of FAA Academy delivered and developed courses. The purpose of the review is to ensure that courses meet Air Traffic technical training requirements. ATX-100 is responsible for the oversight and monitoring of PV at institutions participating in the CTI.

2-6. NATIONAL SUPPORT. ATX-100 shall obtain support for training. This shall include the planning, development, validation, conduct, and administration of Air Traffic technical training. ATX-100 is responsible for the development and administration of PV for En Route and Terminal Tower Cab Training and Terminal Basic Radar Training.

- a. ATX-100 provides support for Air Traffic technical training through:
 - (1) FAA headquarters.
 - (2) FAA management development programs (e.g., Executive School Program, Executive Potential Program).
 - (3) FAA Academy.
 - (4) Other educational institutions.
 - (5) Developing methods for evaluation of personnel performance and progress in Air Traffic technical training programs.
 - (6) Management of the TRAX program.

b. If training support is not available through the sources listed above, ATX-100 may coordinate to obtain support through:

- (1) Regional offices, or
- (2) Any school or institution under contract.

c. ATX-100 has the following responsibilities with respect to CBI:

- (1) Authorize the allocation of resources.
- (2) Coordinate the use of CBI in regard to support of training needs.
- (3) Manage the CBI program.
- (4) Direct courseware development, distribution, training requirements, validation, and maintenance of software/courseware.
- (5) Authorize the release of source codes for local modifications.
- (6) Authorize the National CBI Implementation Office (AMA-300B1) to distribute CBI hardware and software to Air Traffic facilities.
- (7) Oversee the Air Traffic Training Web Page and authorize the files available for distribution.
- (8) Review proposed CBI development activities and coordinate those efforts for a maximum utilization of resources.

2-7. REGIONAL SUPPORT. Air Traffic division managers are responsible for implementation, administration, and evaluation of the Air Traffic technical training program.

2-8. NATIONAL CBI IMPLEMENTATION OFFICE (AMA-300B1). AMA-300B1 provides support by:

- a. Ensuring that contract maintenance support is provided for CBI.
- b. Establishing and maintaining local and wide area networking.
- c. Providing ATX-100 with information on software developed by other services.
- d. Providing hardware/software system upgrades.
- e. Distributing videodisks provided by services.
- f. Mastering, duplicating, and distributing CBI courseware.
- g. Providing and maintaining a virus management system for CBI.
- h. Providing computer-managed instruction (CMI) compatibility support to courseware developers.
- i. Providing hotline support for all system-related issues.

- j. Preparing and updating the FAA national catalog of available FAA CBI courseware.

2-9. FAA ACADEMY, AIR TRAFFIC DIVISION (AMA-500).

a. National Program. AMA-500 supports the administration of the national Air Traffic Technical Training Program (ATTP) by performing the following functions:

- (1) Developing course control documents.
- (2) Developing and conducting courses of instruction to meet operational needs identified by Air Traffic.
- (3) Providing professional advice and assistance to aid field facilities in planning, developing, and standardizing Air Traffic technical training programs and courses as well as developing objectives and schedules related to Air Traffic technical training.
- (4) Developing and updating standardized training procedures and materials for Air Traffic facility training programs.
- (5) Recommending prerequisites for admission to Air Traffic technical training courses.
- (6) Assisting in the evaluation of ongoing training programs as required.
- (7) Administering training courses as specified in the IPGs in this order.
- (8) Inputting development stage completion data in the Consolidated Personnel Management Information System (CPMIS)/Integrated Personnel and Payroll System (IPPS) in accordance with established procedures.
- (9) Providing CBI hotline to support courseware.
- (10) Maintaining technical accuracy/currency of CBI courseware.
- (11) Establishing, maintaining, and operating the Air Traffic Training Web Site.
- (12) Providing resources to review and validate CBI courseware.
- (13) Providing CBI technical courseware development support to local developers.
- (14) Maintaining a database documenting the status of CBI courseware development and availability. (The purpose of this database is to manage courseware distributed by Air Traffic from one local site to another.)
- (15) Verifying technical accuracy of any CBI software developed prior to distribution.
- (16) Establishing CBI Staff Coordinator position.
- (17) Assisting in management of CBI courseware development.

b. Field Training Program Support. AMA-500 provides the following support, as jointly approved by Operations Resources (ATO-300) and ATX-100:

(1) Developmental Training:

(a) Developing IPGs and instructional materials (lesson plans, visual aids, handouts, CBI, etc.) for each option of the national ATTP.

(b) Developing and distributing written examinations.

(c) Developing and distributing training manuals to support the national ATTP. These may be in any of the following three forms, and may be distributed in either hard-copy or computerized format:

1 Reference manuals providing information designed to broaden concepts of a subject and make required information taught in formal training courses easier to understand.

2 Correspondence study manuals providing training or information that can be learned on a self-study basis.

3 Programmed learning manuals providing more detailed training than correspondence study on subject matter for which it is impractical to provide formal classroom instruction.

(2) Proficiency Training:

(a) Developing and distributing self-study materials, which may be in any of the three forms described in b(1)(c) above or in other forms, such as refresher units, designed to meet the specific objectives.

(b) Developing and distributing instructional materials in special training projects to satisfy immediate Air Traffic requirements.

(c) Administering special prototype programs in selected Air Traffic facilities.

(d) Developing and distributing appraisal instruments used in the field-conducted development stages of the national ATTP.

c. Control Tower Operator (CTO) Certification. AMA-500 prepares the CTO examination in cooperation with the Airman Certification Branch (AVN-460), under the direction of Strategic Operations/Procedures (ATO-100).

d. Tower Visibility Observation Certification. The Meteorological Coordinator and Training Consultant (AMA-9) administers the Tower Visibility Observation Certification Program for all tower employees and maintains accountability for each certificate issued.

e. Radar Air Traffic Control (ATC) Qualification Examination. This examination shall be administered in accordance with the appropriate IPG. Specialists who do not attend FAA Academy training shall be administered an examination prepared by the FAA Academy, during initial radar training.

f. En Route Flight Advisory Service (EFAS) Recertification Examination. AMA-500 prepares and administers the EFAS recertification examination for flight service specialists in the field.

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g. Weather Surveillance Radar 88D (WSR-88D). AMA-500 maintains the training material and a certification examination required for all flight service specialists who use WSR-88D information in pilot weather briefing.

h. LAWRS. AMA-500 maintains the training material. The National Weather Service (NWS) regional offices provide testing for conventional training and all certification. The NWS certification exam is contained within the CBI program.

i. BRITE/DBRITE. AMA-500 prepares and distributes training materials and the certification examination.

2-10. FACILITY TRAINING RESPONSIBILITIES. All personnel involved in Air Traffic technical training shall maintain a comprehensive working knowledge of the procedures and guidelines outlined in this order and the applicable national, regional, and local training directives.

a. ATM.

(1) General. ATMs shall ensure that:

(a) A training program is established and conducted in accordance with national, regional, and local directives and IPGs.

(b) The training program is described in a facility training directive.

(c) Where authorized, a support manager is selected and assigned the responsibilities of the TA. Where no support manager is authorized, an individual is designated in writing to serve as the TA. The ATM may serve as the TA, without written designation.

(d) Individuals designated as TAs attend required training courses within 1 year of occupying the position. At facilities with contract training, the TA shall complete the Facility Technical Liaison Officer CBI course within 30 days of occupying the position.

(e) Individuals who conduct classroom training or develop lesson plans attend an FAA-approved instructor training course within 1 year of occupying the position. Briefings conducted by staff personnel and administration of simulated control scenarios do not constitute classroom training.

(f) FAA Form 3120-1 is initiated and maintained (see Appendix 1).

(g) Resource requirements necessary to conduct the facility training program are submitted to the regional Air Traffic division.

(h) When the facility is identified as a LAWRS site, prior to the start of LAWRS training, the weather service regional office is notified of the pending change in status.

(2) OJT and Certification Process. ATMs shall:

(a) Ensure that individuals entering qualification training receive adequate facility orientation and are thoroughly briefed on the IPG, facility training directive, FAPM Letter 330-1, Federal Aviation Personnel Manual, and other associated directives prior to entering training.

(b) Ensure that OJT is accomplished in accordance with Chapter 3, Air Traffic Control Specialist On-the-Job Training and Position Certification.

(c) Ensure that training reports are properly completed and maintained.

(d) Ensure that an annual schedule of required proficiency training is maintained and that proficiency training is accomplished.

(e) Ensure that facility target hours, minimum certification hours, and OJT hours are established, maintained, and updated.

(f) Ensure that an annual evaluation of the efficiency and effectiveness of the OJT program is conducted and a written report is prepared. The report shall be sufficiently detailed to provide a basis for improving the facility training program.

(g) Ensure that all OJTIs and supervisory ATCSs meet the qualification criteria in this order.

(h) Ensure that OJTIs are recommended and designated in accordance with Chapter 3.

(i) Ensure that training teams receive support of the TA and support managers.

(j) Forward comments and information concerning curriculum or training requirements to ATX-100 through established channels.

(k) Initiate the training review process.

(3) CBI. ATMs shall:

(a) Implement CBI training at each facility.

(b) Secure and limit access to student data and records, testing materials, and the operating system.

(c) Direct development of local courseware and modification of national courseware for site-specific needs.

(d) Maintain current and accurate information on the status of locally developed CBI courseware. Log this information on the CBI Web site. Prior to developing any new CBI courseware, facilities are encouraged to review the CBI Web Site in order to reduce redundancy and increase potential productivity.

b. TA. TAs shall:

(1) Administer the facility training program.

(2) Develop and maintain a staff of support specialists, where authorized.

(3) Ensure that the facility training program is planned, conducted, assessed, and revised on a continuous basis.

(4) Maintain close communication with operations supervisors, support managers, OJTIs, and ATMs regarding all facility training programs and resources.

(5) Ensure that the training contract is administered in accordance with national, regional, and local directives.

(6) Monitor and assess the performance of support specialists/contract instructors on a continuous basis.

(7) Ensure that local course materials, visual aids, and control scenarios are developed and properly labeled.

(8) Plan and direct the training of personnel involved in the OJT/certification process.

(9) Maintain training documentation.

(10) Attend Air Traffic Facility Training Administration (FTA) course as soon as possible.

c. Facility Support Staff. The support staff shall:

(1) Organize and conduct training.

(2) Prepare and maintain training materials.

(3) Provide qualification training materials for developmental specialists upon entry into training.

(4) Develop, validate, administer, and evaluate lab scenarios.

(5) Develop and conduct proficiency training.

d. Operations Managers. Operations managers may be assigned the responsibility to manage OJT of all personnel under their supervision. If a facility has no second-level supervisors, these duties are performed by the ATM. The second-level supervisor shall:

(1) Maintain close communication with the TA and operations supervisors regarding developmental and FPL controller training.

(2) Provide oversight and direction to operations supervisors to ensure compliance with training directives.

(3) Review OJT documentation.

e. Operations Supervisors. Operations supervisors shall:

(1) Identify, recommend, coordinate, and schedule proficiency training.

(2) Perform OJT certification and periodic over-the-shoulder evaluations.

(3) Provide feedback to OJTIs and developmentals on training performance.

- (4) Ensure that OJTIs have no other duties to perform during training sessions.
- (5) Maintain either currency or familiarization on positions for which certifications are conducted.
- (6) Promote teamwork skills for training team members.
- (7) Conduct performance and certification skill checks in accordance with Chapter 3.
- (8) Brief the developmental's supervisor on the performance and/or certification skill-check results and recommendation(s).
- (9) Ensure that OJT is productive and appropriate for the experience level of the developmental.
- (10) Ensure that performance feedback is provided to the developmental as soon as possible after each OJT session.
- (11) Ensure that at least one OJT report for each position/consolidated position is completed by each OJTI, to include all training sessions conducted during the assigned shift. It is permissible to combine reports if the OJTI trains the same developmental on the same position on the same day.
- (12) Serve on training reviews.

f. Developmental's Supervisor of Record. The developmental's supervisor of record shall:

- (1) Administer, assign, monitor, and facilitate training. This includes:
 - (a) Establishing a training team for each developmental.
 - (b) Ensuring that OJT is provided for at least two operational positions.
 - (c) Ensuring that OJT hours are documented.
 - (d) Ensuring that the majority of OJT is provided by members of the training team.
 - (e) Identifying, recommending, coordinating, and scheduling additional OJT hours and skill enhancement training.
- (2) Maintain communication among the training team, TA, and operational managers.
- (3) Sign the position certification entry in the employee's FAA Form 3120-1 and FAA Forms 3120-25/26/32. This signature certifies that the employee has completed all qualification training for the position.
- (4) Serve as team leader for his or her developmentals' training team(s).
 - (a) Make the final determination to modify the plan for training by providing skill enhancement training or additional OJT hours after considering training team recommendations.

(b) Make the final determination regarding certification after considering the results of the certification skill check and training team recommendations.

(c) Make the final determination regarding the suspension of OJT after considering training team recommendations.

(5) Address any reported extenuating circumstances that may impede the developmental's training progress.

g. OJTI. The OJTI is responsible for assisting the developmental in acquiring the knowledge and skills necessary to certify. The OJTI shall:

(1) Ensure that the OJT process includes preferred methods of teaching through a combination of instruction, demonstration, and practical application. OJT instruction shall be based on handbook requirements and procedures and shall provide guidance on control judgment. Alternative techniques should be demonstrated by the OJTI.

(2) Be familiar with the developmental's previous training performance prior to commencing OJT.

(3) Document OJT results on FAA Form 3120-25, ATCT/ARTCC OJT Instruction/Evaluation Report, FAA Form 3120-26, FSS/AFSS OJT Instruction/Evaluation Report, or FAA Form 3120-32, Traffic Management Coordinator OJT Instruction/Evaluation Report. At least one OJT report for each developmental shall be completed by each OJTI, to include all training sessions conducted during the assigned shift. It is permissible to combine reports if the OJTI trains the same developmental on the same position on the same day.

(4) Discuss the developmental's performance as soon as possible after each OJT session.

(5) Perform only OJT duties during training sessions.

(6) Ensure that the instructor and the developmental are plugged into the same control position when OJT is being conducted.

(7) Provide OJT to no more than one developmental at the same time.

(8) Satisfy training objectives as specified in the training plan.

(9) Keep the developmental's supervisor informed of progress.

(10) Assume the responsibilities of a training team member when assigned to a training team.

(11) Be responsible for all positions combined during training, even if the developmental is certified on one or more of the positions that are combined.

h. Developmental. The developmental shall:

(1) Actively participate in training to achieve certification.

(2) Perform operational assignments in order to maintain proficiency and currency.

(3) Review, discuss, and make suggestions to enhance the training plan with the other members of the training team.

(4) Ensure that all aspects of the training plan are understood.

(5) Review, discuss, and sign FAA Forms 3120-25/26/32.

(6) Immediately advise a supervisor of any extenuating circumstance(s) that might impede training progress.

(7) Be physically and mentally prepared to receive OJT, exercise initiative, and study to ensure satisfactory training progress and certification.

(8) Verify that all OJT/OJF times are recorded accurately.

(9) Engage in OJT only on positions that have been assigned.

(10) Be receptive to training performance feedback from OJTIs/supervisors.

SECTION 3. TRAINING REQUIREMENTS FOR AIR TRAFFIC CONTROL SPECIALISTS

2-11. QUALIFICATION TRAINING.

- a.** Each developmental shall receive qualification training as outlined in this order and the facility training directive. Qualification training shall be consistent with the types of air traffic services provided by the facility, and traffic situations encountered should become progressively more complex. If certification is not achieved, the ATM shall initiate action in accordance with FAPM Letter 330-1 and/or other appropriate agency directives.
- b.** En route and terminal controllers changing to the terminal and en route options, respectively, need not attend the FAA Academy. The specialist shall be entered into the appropriate development stage of the field training program as determined by the receiving facility ATM.
- c.** En route and terminal controllers changing to the flight service option who have not previously completed the flight service initial training shall enter flight service training at the FAA Academy.
- d.** FSS specialists changing to the en route or terminal option shall enter the appropriate program at the FAA Academy. An FSS specialist who has previously completed either the terminal or en route program successfully at the FAA Academy shall be entered into the appropriate development stage of the training program as determined by the receiving facility ATM.
- e.** ATCSs assigned to terminal radar facilities shall complete Terminal Basic Radar Training at the FAA Academy's Radar Training Facility (RTF). Enrollment in this course will be limited to ATCSs assigned to or selected for radar approach control facilities who have not previously been radar certified in an FAA facility.
- f.** ATCSs at limited radar approach control (LRAC) facilities and visual flight rules (VFR) towers are not eligible to attend RTF. ATCSs at LRAC facilities shall complete the BRITE/DBRITE certification, Radar Qualification exams, and Stage VII Radar Control training (see Appendix 6). ATCSs at VFR towers where BRITE/DBRITE indicators are used shall complete the BRITE/DBRITE certification examination as part of local control certification. In addition, ATCSs at VFR towers where BRITE/DBRITE is used for instrument flight rules (IFR) separation shall complete the Radar Qualification examination as part of local control certification.

NOTE: An ATCS transferring from a LRAC facility to a terminal radar facility shall complete RTF unless the ATCS has previously successfully completed RTF or has been certified at an FAA radar approach control facility.

- g.** ATCSs at facilities that have LAWRS responsibilities shall successfully complete Course 55511 or Course 57511 (LAWRS) and successfully pass the NWS LAWRS certification examination. ATCSs shall receive at least five hours of OJT that includes operation of the weather-observing equipment used at the facility and a minimum of five practice observations under realistic conditions. These observations shall be recorded on an MF1M-10C and taken with the availability of a knowledgeable observer who can answer questions about the practice observations. This availability can be through coordination with another

LAWRS certified observer or the FAA Academy. In order to retain certification, the ATCS must complete one official or practice observation recorded on an MF1M-10C within the past 60 days.

h. ATCSs at facilities required to back up an Automated Surface Observing System (ASOS) shall successfully complete LAWRS training and certification as outlined in the previous paragraph and complete Course 57005 (ASOS). OJT is required on the actual ASOS equipment prior to completion of training. Completion of Course 57005 shall be recorded as supplemental training in FAA Form 3120-1. If only a portion of this course is required to meet the specific needs of the facility, only the portion(s) actually completed shall be recorded in FAA Form 3120-1. In order to retain this certification, the ATCS shall be logged on the position responsible for ASOS for at least 1 hour and complete one manual official or practice observation recorded on an MF1M-10C within the past 60 days.

2-12. PROFICIENCY TRAINING (Refresher, Supplemental, Skill Enhancement, Remedial).

a. Requirement. Proficiency training is required for operational personnel, and support specialists who maintain currency. The purpose of this training is to maintain and upgrade the knowledge and skills necessary to apply air traffic procedures in a safe and efficient manner.

(1) Proficiency training needs will differ from facility to facility and, therefore, should be tailored to meet identified requirements.

(2) Proficiency training may include mandatory briefing items distributed by headquarters/regional offices/facilities.

(3) All proficiency training shall be documented in the employee's FAA Form 3120-1.

b. Refresher Training. Each facility shall establish in writing an annual refresher training program. Supervisors shall stress that refresher training is for proficiency improvement, not performance evaluation.

(1) This program shall include, but is not limited to, training on the following topics:

(a) Unusual situations, such as weather affecting flight, aircraft equipment failure, hijacking, and other types of emergencies. (Training on emergency situations should be based on real life incidents and aircraft accidents, stressing a lesson learned approach.)

(b) Seldom used procedures, such as transitioning to and applying nonradar separation and procedures for special flight handling.

(c) Safety alerts and traffic advisories in facilities that are required to provide these services.

(d) Wake turbulence information and application in facilities that are required to provide these services.

(e) Taxi into position and hold procedures in facilities that are required to provide these services.

(f) Locally developed deicing operational procedures and review of National Deicing Program in facilities mandated to provide this training.

(g) Bird activity information.

(h) Other topics identified and transmitted by Air Traffic and regional offices.

(2) Radar facilities shall administer airspace intruder refresher training at least once a year. Scenarios shall include:

(a) Tracked and untracked targets, depending on equipment resource capability.

(b) Mode C as well as non-Mode C equipped targets.

(c) Situations involving airspace violators who have established two-way radio communications and violators who have not established two-way radio communications.

(3) Those facilities with simulation training capability (e.g., ETG, TTG, DYSIM, SATORI, CBI, etc.) shall include a total of at least 2 hours simulator training on the topics identified in paragraphs 2-12b(1) and (2) above.

(4) Operational personnel shall receive the following training in lost aircraft orientation:

(a) Terminal and en route personnel, annually.

(b) Flight service personnel, quarterly.

(5) All certified tower visibility observers shall receive, at least annually, refresher training in tower visibility procedures.

NOTE: LAWRS observers are not required to maintain a separate tower visibility certificate because it is incorporated in their LAWRS certification.

(6) All certified LAWRS observers who back up an ASOS shall receive at least semiannual LAWRS refresher training, and refresher training on the operator input device (OID) at least annually. The OID refresher training should consist of a retake of the self-assessment section of CBI Course 57005. All certified LAWRS observers who take manual observations shall receive at least annual LAWRS refresher training. The LAWRS refresher training should include, but not be limited to, seasonal changes, visibility markers, adverse weather situations, and common data-entry errors.

(7) En route and terminal personnel required to maintain radar proficiency shall receive the following refresher training:

(a) En Route Automated Radar Tracking System (EARTS) facilities: Every 6 months, demonstrate the steps for transitioning from the primary source of radar information to the primary backup system and vice versa.

(b) En route facilities utilizing Direct Access Radar Channel (DARC): Every 6 months, develop and administer refresher training on unique radar/flight data processing entries used when operating in DARC. The type and method of training will be determined by the facility ATM and will be coordinated with the appropriate bargaining unit at the local level.

(c) **Primary backup mode:** Annually review control procedures associated with operation in the primary backup mode (e.g., letters of agreement, handoffs, beacon code assignment, facility directives, and transition checklists) or utilize the primary backup mode for the actual separation and control of air traffic.

(8) **Air Traffic Facility Continuity Contingency Plan** (refer to Order 7210.3, Facility Operation and Administration). Annually ensure familiarity with procedures and airspace based on the facility contingency plans (e.g., loss of radar, communications failure, etc.).

c. Supplemental Training. Operational personnel shall complete supplemental training prior to the utilization of new/revised procedures, regulations, or equipment.

d. Skill Enhancement Training for FPL. Training administered by the operations supervisor when it is determined that a need exists to increase the proficiency of a specialist in a skill on a position on which the specialist is certified.

(1) The specialist shall be advised in writing of the skill that is targeted for training.

(2) The operations supervisor, in collaboration with the specialist, is responsible for developing the training to be administered to the specialist. The methods and contents will be tailored to meet the identified needs of the individual and may include laboratory scenarios, classroom instruction, CBI lessons, and OJT. The operations supervisor shall determine the most effective method.

(3) FPL Skill Enhancement training shall be documented in Section V of FAA Form 3120-1. FPL Skill Enhancement training will be encoded number 4. Continue to use FAA Form 3120-1.5 (dated 4/77) until supplies are exhausted; make a written annotation explaining code 4 at the bottom of the form.

e. Remedial Training. Training conducted to correct specific performance deficiencies.

(1) An individual decertified as a result of a performance deficiency shall receive remedial training.

(2) Training provided as a result of performance-related decertification shall be documented as remedial training. No references shall be made to Operational Error/deviation in the section V documentation.

(3) The employee shall be notified in writing of the specific subject areas to be covered and the reasons.

(4) The employee will have a reasonable opportunity to provide input on the development of his/her remedial training.

(5) The methods and contents will be tailored to meet the identified needs of the individual and may include laboratory scenarios, classroom instruction, CBI lessons, and OJT. Supervisors shall determine the most effective method.

2-13. RECERTIFICATION.

a. Recertification Procedures. Personnel who fail to meet currency requirements and those restricted from working an operational position shall be recertified prior to the resumption of operational duties. In addition, FAA Form 3120-25, FAA Form 3120-26, or FAA Form 3120-32, shall be used to document recertification (see Appendixes 2 and 3). To be recertified, a person must demonstrate, under direct supervision, the ability to satisfactorily perform relevant operational duties during normal workload conditions. Recertification is required under two circumstances:

(1) **Performance related:** This circumstance results from unsatisfactory performance observed by the supervisor or discovered as the result of reviewing facility records, data, and/or audio recordings. Concise data relating to the identified performance shall be entered in FAA Form 3120-1, Section VI.

(a) Operations supervisors shall ensure that all prerequisites have been met prior to performing the recertification.

(b) Recertification may be accomplished by individual position or a single action covering multiple positions at the discretion of the ATM.

(c) If recertification is unsuccessful, the ATM shall take action in accordance with agency guidelines.

(d) Training and recertification due to decertification on an operational position shall be recorded as remedial training in the employee's FAA Form 3120-1 (see Appendix 1).

(2) **Non-performance related:** This circumstance involves loss of currency as a result of a nonperformance-related absence (e.g., medical, detail, temporary duty assignment, collateral duty, etc.). The recertification and any qualification training conducted shall be entered in FAA Form 3120-1, per Appendix 1. If certification is not achieved, the ATM or TA may assign additional OJT hours and/or skill enhancement training as outlined in Chapter 3 or may refer the individual to a training review process prior to initiating action in accordance with appropriate agency directives.

(a) Operations supervisors shall ensure that all prerequisites have been met prior to performing the recertification.

(b) Recertification may be accomplished by individual position or a single action covering multiple positions at the discretion of the ATM.

(3) **LAWRS Recertification.** To recertify as a LAWRS observer, personnel who have not taken an observation within 60 days shall demonstrate proficiency to a operations supervisor or a operations supervisor's designee. The appropriate NWS regional office shall be notified of this proficiency check for notation on the individual's LAWRS certificate. Personnel who have not taken an observation within 90 days shall retake the NWS LAWRS certification exam. Recertification shall be entered in Section III of FAA Form 3120-1. The appropriate NWS regional office shall be notified of this recertification.

b. Recertification Hours.

(1) Personnel who have not worked an operational position for 120 days or less may, at the discretion of the ATM, be recertified and returned to operational duties without additional training. They may receive classroom/laboratory/OJT prior to recertification evaluation. OJT hours shall not exceed 25 percent of the target hours established for developmentals with no previous experience.

(2) Personnel who have not worked an operational position for more than 120 days but less than 1 year shall receive classroom/laboratory/OJT prior to recertification evaluation. OJT hours shall not exceed 50 percent of the target hours established for developmentals with no previous experience.

(3) Personnel who have not worked an operational position for 1 year or more shall receive classroom/laboratory/OJT prior to recertification evaluation. OJT hours shall not exceed 100 percent of the target hours established for developmentals with no previous experience.

SECTION 4. TRAINING AND PROFICIENCY RECORDS AND REPORTS

2-14. POLICY.

- a.** An FAA Form 3120-1 shall be prepared for each ATCS and will be maintained as a permanent part of the employee's training file. It shall be used to record the results and the completion of training requirements for each qualification course, proficiency training, and other agency-approved courses. Employment data as well as air traffic certificates and ratings shall also be documented in the record. The guidance contained in Appendix 1 shall be followed in making entries in FAA Form 3120-1, which is governed by the provisions of the Privacy Act of 1974.
- b.** For reporting purposes, the terms "student/trainee/developmental" apply to anyone receiving training at the specialist, instructor, or supervisory level.
- c.** A facility may maintain sections of FAA Form 3120-1 outside of the orange jacket of the form. When sections are kept outside the orange jacket for accessibility of initialing, etc., precautions must be taken to ensure that the provisions of the Privacy Act and other record-maintenance requirements are met. Precautions must be taken to ensure that there is no mixing or confusing of the records.
- d.** Documentation of training received should be the same at a temporary and at a permanent air traffic facility, with the following necessary variations at the temporary facility:

 - (1) No entries are necessary in Sections I and IIA.
 - (2) Section IIB entries should include "(TEMPORARY)" after the name of the facility.
 - (3) Section III entries should correctly reflect that the training was completed, either in separate development stages/positions or as a single action (all positions combined).
 - (4) If no three-character identification is assigned to the facility, enter the full name in the "FAC IDENT" column.
 - (5) Make entries in Sections IV through VIII only if appropriate to the operations.

2-15. RESPONSIBILITIES.

- a.** The ATM or designee shall be responsible for initiating and maintaining the employee's FAA Form 3120-1.
- b.** Upon completion of a centralized training course, the organization providing the course shall provide to the facility a record of each specialist's performance and achievement for inclusion in the specialist's FAA Form 3120-1.
- c.** At the FAA Academy, AMA-500 shall operate as a field facility for the purposes of this directive with respect to FAA Form 3120-1 management and administration.

2-16. TRAINING REPORTS. A training report shall be completed on FAA Form 3120-25, FAA Form 3120-26, or FAA Form 3120-32, for OJT sessions or laboratory/simulation scenarios. Reports reflecting certifications shall contain the signature of the certifying official. Specific instructions regarding completion of training reports are contained in Chapter 3 and Appendixes 2, 3 and 7, and in facility training directives.

2-17. DISPOSITION OF RECORDS AND REPORTS.

a. Training documents (e.g., Training Plans, FAA Forms 3120-25/26/32, , etc.) may be disposed of after certification on each position or, for the en route option, after certification on each sector (e.g., D6/R6). Exception: Reports reflecting position certifications, recertifications prior to being facility rated, and all written and performance-based examinations required by the IPG shall be retained for 1 year after the employee is facility rated. Prior to these documents being disposed of, they should be offered to the employee.

b. In the event of a termination of employment due to a training failure, all training records, reports, training plans, etc., shall be retained at the facility for a period of 1 year. After 1 year, if appropriate, they shall be handled in accordance with Order 1350.15, Records Organization, Transfer, and Destruction Standards. (Procedures for record disposition may vary from region to region. Therefore, reference should be made to regional supplements regarding this process.)

c. FAA Forms 3120-25/26/32 utilized for non-performance related recertification (i.e. loss of currency), may be disposed of after the recertification has been documented with all appropriate signatures in TRAX or the Training and Proficiency Record, FAA Form 3120-1, Section III.

d. Upon termination of employment, except for training failures, FAA Form 3120-1 shall be forwarded to the regional Human Resource Management division.

e. The regional Air Traffic division may require retention of records beyond the periods specified above because of special circumstances (e.g., litigation, appeals, etc.). In these cases, facilities shall comply with Air Traffic division guidance.